

8 September 54

MEMORANDUM TO: Colonel White

SUBJECT : Matters for Assistant Directors' Meeting

1. Telephones: The educational program to reduce local telephone calls is underway. During August a memo was sent to the Administrative Officers of the Major Components, Tab A, pointing out where telephone procedures are not being followed, advising of the educational program, and requesting assistance and cooperation. Also, in August each member of the Agency received a directory for the inter-departmental dial telephone system, Tab B, together with a copy of Agency procedure on use of dial telephones. The telephone bill for the month of July indicated a decrease in the number of local calls from approximately 160,000 to 140,000, as well as a decrease in the number of suburban and long distance calls not placed thru Agency operators.

2. The Fringe Benefits Bill: This bill will no doubt be presented in detail by Personnel, however, the overtime phase of the bill involves Agency policy on whether cash payment for overtime is to be made to employees above grade GS-9 or if they are to be given compensatory time in lieu of payment.

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